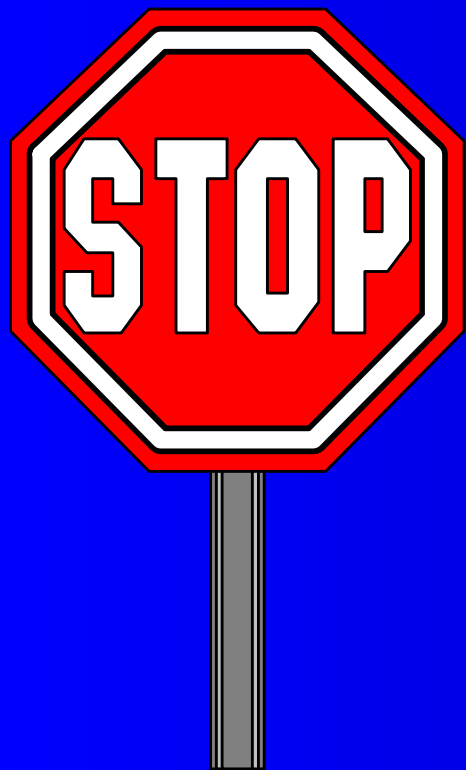


INTRODUCTION to AUXDATA

#9

How to Update Your Patriot Readiness Availability

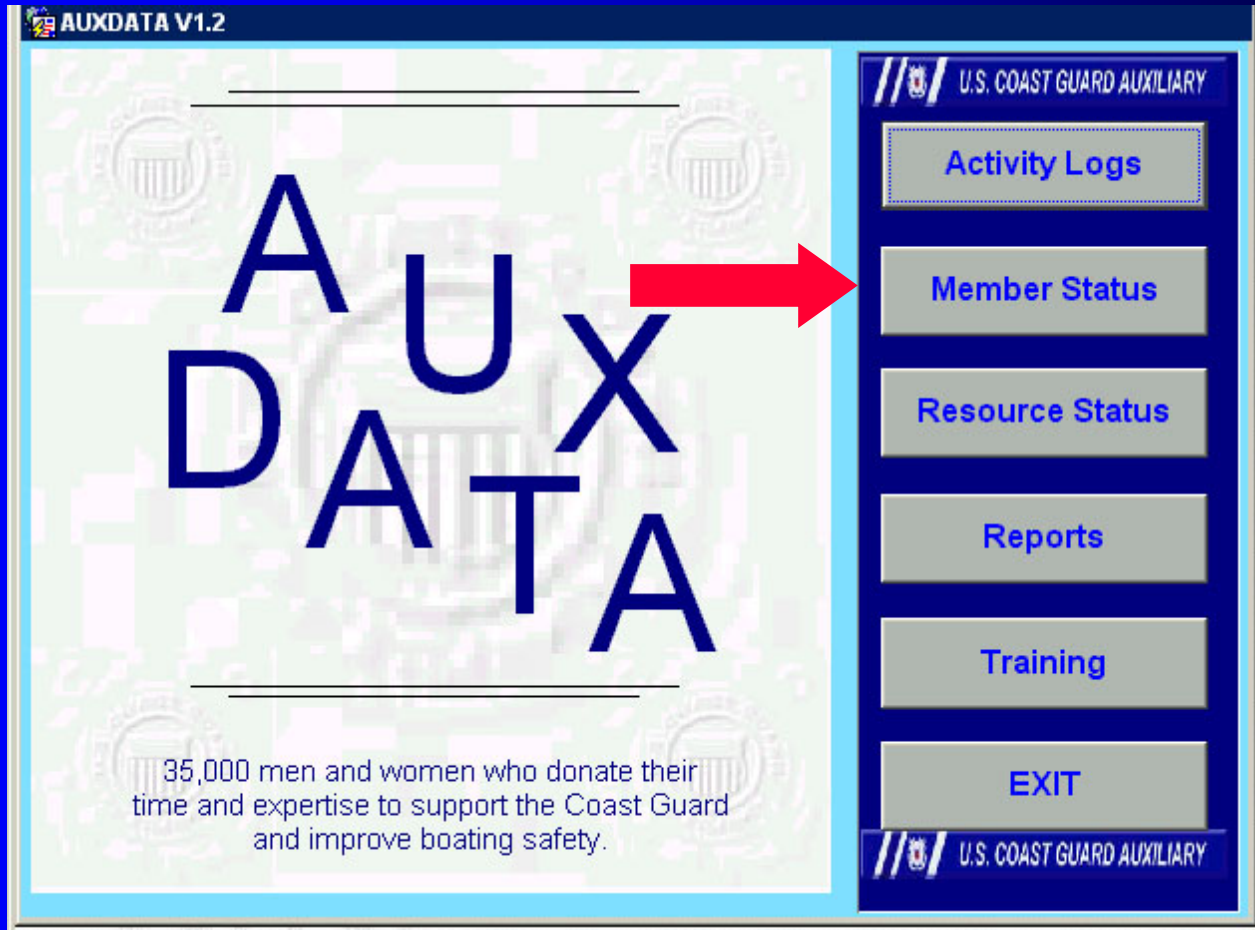


If you have not completed all steps in presentation **INTRODUCTION to AUXDATA #1 How to Load Citrix and INTRODUCTION to AUXDATA #2 How to Update your Personal**

Information, go back and complete the actions in those two presentations.

Otherwise, continue with this presentation

AUXDATA Main Menu



Click the Member Status button

From the Member Screen press Patriot Readiness tab.

Unit | Member | **Patriot Readiness** | Emergency Contact Information

Member ID	Member Name	Unit Number	Unit Name	Status
1213267	JONES, DAVIE Q	054-14-06	OCCOQUAN	HON

Active
 Inactive

Update
Menu

Availability For Coast Guard Support Operations

Member Information:

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Unselect All"/>
Day:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Select All"/>
Night:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Either:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>

Are you willing to travel outside of your home area? Yes

Are you physically capable to do the duties which you are qualified and registered to perform? Yes

Are you willing to do CG or AUX administrative support missions? Yes

I have a current laminated ID card with photo. Yes

I have had a security clearance within the past 5 years. Yes

The Patriot Readiness screen. If you have not answered the 5 questions, click the boxes where “Yes” applies. See the next slide for setting your availability.

Entering your Availability

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Unselect All"/>
Day:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Select All"/>
Night:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Either:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>

The screen initially indicates that you are never available for Coast Guard Support Operations. This can be changed to show when you are available in several ways. The next slides demonstrate some of the ways.

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Unselect All"/>
Day:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Night:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Either:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Select All"/>

If you are available, both day and night on Saturday, click the space under “Sa” and click the space in the Either row under “Sa” as shown

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Unselect All"/>
Day:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Night:	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Select All"/>
Either:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>

If you are available on every night of the week, click on “Select All” in the Night row. All the nights of the week are now checked and there is a “dot” across the Night row. You can change from Night to Day or Either (both Day and Night) by clicking in the appropriate space.

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Unselect All"/>
Day:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Night:	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Either:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Select All"/>

In addition to being available every day of the week, should you be available, both Day and Night on Sunday and Saturday, this is indicated by clicking the space opposite Either under “Su” and “Sa” as shown

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unselect All
Day:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Select All
Night:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Select All
Either:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Select All

If you are available on Sunday, Wednesday and Saturday, instead of using one of the “Select All” buttons, click the space under “Su”, “We” and “Sa.”

If you are available, day or night on Sunday and Saturday, click in the Either row under “Su” & “Sa”; but only available on Wednesday nights, click in the Night row under “We.”

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Unselect All"/>
Day:	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Night:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Select All"/>
Either:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Select All"/>

At some time, if you find you are not available at any time, just click the “Unselect All” button and any precious selections are voided.

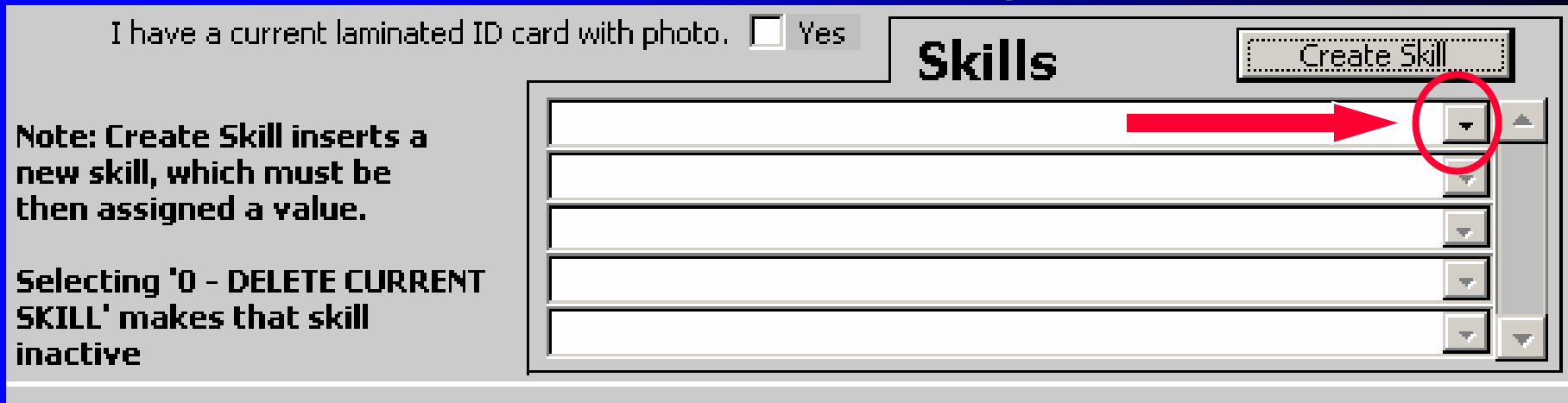
To enter up to five skills possessed, click on the down arrow on the top line.

I have a current laminated ID card with photo. Yes

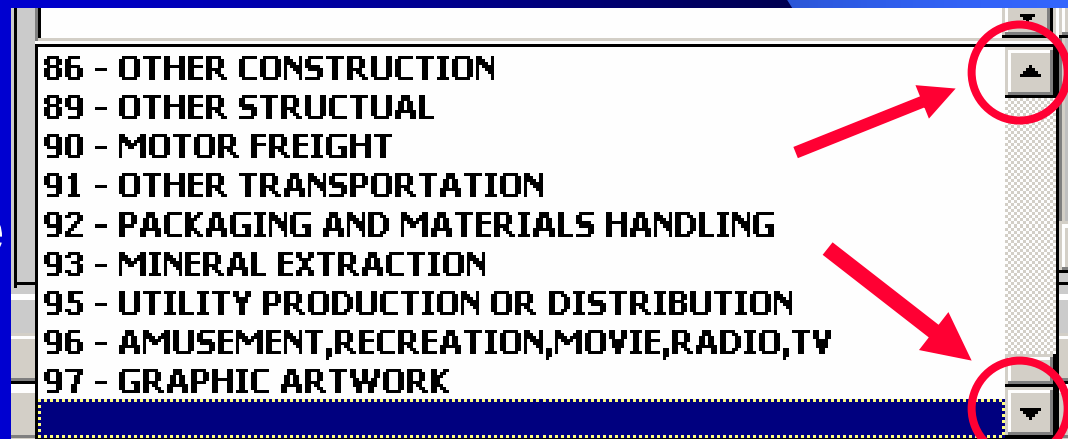
Skills Create Skill

Note: Create Skill inserts a new skill, which must be then assigned a value.

Selecting '0 - DELETE CURRENT SKILL' makes that skill inactive



From the drop down menu, select the desired skill. Use the up and down arrows to scroll and find the desired skill. Click on the correct skill to enter



- 86 - OTHER CONSTRUCTION
- 89 - OTHER STRUCTURAL
- 90 - MOTOR FREIGHT
- 91 - OTHER TRANSPORTATION
- 92 - PACKAGING AND MATERIALS HANDLING
- 93 - MINERAL EXTRACTION
- 95 - UTILITY PRODUCTION OR DISTRIBUTION
- 96 - AMUSEMENT, RECREATION, MOVIE, RADIO, TV
- 97 - GRAPHIC ARTWORK

To enter a second skill, click “Create Skill.”

The screenshot shows a software interface for managing skills. At the top left, there is a checkbox labeled 'card with photo.' with the word 'Yes' next to it. The main title of the window is 'Skills'. On the top right, a button labeled 'Create Skill' is circled in red. Below the title bar is a list of skills, each in a separate row. The first row is highlighted in blue and contains the text '01 - ARCHITECT, ENGINEER, SURVEYOR'. The second row contains '92 - PACKAGING AND MATERIALS HANDLING'. There are three more empty rows below. Each row has a small downward-pointing arrow on the right side, and a vertical scrollbar is visible on the far right of the list area.

Then the 01 skill is entered in the top line. To select the skill you want, again click in the down arrow and scroll to the desired skill, and click on it.

To enter a third and subsequent skill follow the above steps for each one.

Date Created: 28-MAY-2004 17:19:59
Created By: BPLATT
Date Modified:
Modified By:

Menu

Save

After you have made your entries, click “Save.” When you do, the date the entry was made, and the person who made it will be shown. When you change your entries, click on save and “Date Modified” will be shown with who made the modification.

Finally, click on “Menu” to return to the Main Menu and click “Exit.”

The main thing is to keep your availability up to date. Whenever circumstances change and you are available more, or less, than originally entered, go back and update.

For the “How To” Library:

<http://www.auxservices.org/support/B&B.htm>

If you have any
questions, contact your
FSO-IS or SO-IS.

Good Luck!